



FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 12, 2022 AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, City Attorney Steven Chesebro, Public Works Director Jaynellen Holloway, Recreation Director Kristine Butteris, Acting Streets Superintendent Stacey Winkelman, Alex Allon, Lisa Schultz

1. **Call to order:** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Review and approve:** Minutes from August 22, 2022. Ald Ruetten moved, seconded by Ald Bartz, to approve as presented, and carried by unanimous voice vote.
3. **Review and approve:** application for the 2023 WI DNR Urban Forestry Grant. A grant up to \$25,000 is available for community tree management, maintenance, and/or education within the City. Ald Lampe moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
4. **Review and take possible action:** Approval of Street/Solid Waste Division Reorganization. Jaynellen Holloway has been evaluating the structure in the Street and Solid Waste Division and is recommending a reversion to a structure used two decades ago: Public Works Director > Operations Manager (oversight, strategy), Assistant Operations Manager (day-to-day operations, scheduling, securing of materials, interacts with foremen), and two foremen (crew supervisors). In addition, a request to adjust the 2022 Payroll Resolution to move the assignment of the Public Works Project Manager position from the Building, Safety & Zoning Division to Street/Solid Waste Division. Ald Ruetten moved, seconded by Ald Bartz, to approve both requests as presented, and carried by unanimous voice vote.
5. **Review and take possible action:** Approval of Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment. Stacy Winkelman was assigned the Interim Street Superintendent and Jason Heller was assigned an Interim Foreman, both effective July 1, 2022. Both have been serving for greater than 60 days, invoking handbook increases as follows:
 - **Stacy Winkelman:** move from G/S L1 [\$30.83/hr] to G/S Q1 [\$40.45/hr]
 - **Jason Heller:** move from G/S I1 [\$25.04/h] to G/S I3 [\$26.47/hr]Ald Davis moved, seconded by Ald Lampe, to approve both requests as presented, retroactive to July 1, and carried by unanimous voice vote.
6. **Review and Take Action:** Proposed adjustments to the City of Watertown Employee Handbook for final pay and awarding of vacation. On January 1, 2022, the annualized vacation change took effect awarding both exempt and non-exempt employees with a full 2022 vacation award. The change in policy language defines when vacation is considered earned for both employment classifications. The vacation section currently states employees are entitled to annual vacation. The clarification is that employees will earn vacation throughout the calendar year, but will have vacation available to use as of their first date of employment.

The current handbook is not clear on final payout of vacation for employees working less than one year. It is agreed that an employee working less than three months shall not be compensated for unused vacation time at the time of separation. The clarifying language, applying to all employees: "An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused comp time or prorated earned vacation time, less any other agreements the employee may have with the City, in compliance with state laws."

A third discrepancy noted was that a disparity existed on the proration of vacation time in the first year of hire for non-exempt and exempt general employees for period of hire date through December 31. The recommended change is to follow a similar approach to prorate the standard allowance (following years of service schedule) based on the number of weeks worked from the date of hire through December 31.

Ald Lampe moved, seconded by Ald Bartz, to approve all requests as presented, and carried by unanimous voice vote.

7. **Review and approve:** the Achievement Recognition Award (ARA) Program. A pay-for-performance program has been crafted to recognize regular employees (defined in parameters) who score an overall "exceeds expectations" or "exceptional" performance evaluation rating. The plan is to afford twenty financial awards (net of \$500) with other recipients provided an extra day of vacation. Awards are based proportionately by department and number of employees in the eligible class for the program. Ald Davis moved, seconded by Ald Ruetten, to approve the initiation of the program with a recommendation to add a statement of purpose, and carried by unanimous voice vote.
8. **Discuss:** sharing administrative services and Dept of Public Works compensation costs with other funds. A portion of the compensation costs of various administrative staff is shared among other funds, our utilities. Mark Stevens shared a change in approach to calculate the cost-sharing on a department-based compensation allocation instead of splitting each named individual's separate wage and required benefits (WRS, SS, Med, insurances) among the departments. This will greatly reduce the effort and frequency of entry of these cost distributions. An annual assessment of the time allocation will be completed. The library, as a separate fund similar to the utilities, has not been included in this process in the past, but would begin in 2023.
9. **Convene into closed session** per Wis. Stat. Sec. 19.85(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Offer for Purchase of Real Estate). Ald Bartz moved, seconded by Ald Ruetten, to move to closed session, and carried by unanimous roll call vote.
10. **Reconvene into open session**
11. **Convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Development Update). Ald Ruetten moved, seconded by Ald Lampe, to move to closed session, and carried by unanimous roll call vote.
12. **Reconvene into open session**
13. **Adjournment.** Ald. Lampe moved to approve adjournment at 7:20 pm, seconded by Ald. Bartz, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.